



Example of Grant Administrator Job Description

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Our innovative and growing company is looking to fill the role of grant administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for grant administrator

- Work with subcontractors to complete subcontract application paperwork
- Submit applications for Research Management review via InfoEd and make necessary corrections prior to submission to sponsor
- Ensure complete award files
- Track pending submissions through award/denial
- Coordinate all Just In Time activities and responses
- Prepare internal forms for fund and grant set-up
- Prepare forms and coordinate set up of incoming foundation awards
- Work with PI to confirm final budget and subcontracts
- Manage subcontract modifications, terminations
- Coordinate completion of various components of subcontract setup

Qualifications for grant administrator

- Work with Finance Manager to revise faculty & staff effort due to new award
- Work with Finance Manager to revise annual Division budgets due to new award
- Coordinate monthly internal reporting
- Track final and progress report deadlines for all grants
- Work with faculty to identify and organize all components necessary for timely progress report submission
- Prepare annual progress reports and supporting documents (both eSNAP and paper submissions)